

Job Description

Creative Engagement Coordinator

Responsible To: Creative Engagement Manager

Hours of work: 4 days per week over 52 weeks of the year. The designation of working hours on a week to week basis can be varied to meet the demands of the role.

CONTEXT:

Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

PURPOSE:

Creative Engagement at Chethams School of Music works to enrich lives through high quality, creative programmes and events that are accessible and impactful.

Through close relationships with artists, communities, partners and funders, Creative Engagement provides a gateway to classical music at the highest level, and is a vehicle for sharing the cultural and social significance of arts engagement with new and established audiences.

As part of Chetham's School of Music, the Creative Engagement department can make the most of access to exceptional young musicians, professional musicians and composers, providing opportunities to develop skills and work together creatively. The department provides Chetham's students and emerging artists with opportunities to develop their professional portfolio, presenting career options and helping them hone their skills as inspirational teachers, musicians and arts leaders of the future.

Situated within the world-class concert venue, The Stoller Hall, Creative Engagement plays an integral role in welcoming new audiences to our excellent spaces and programmes, delivering and supporting exciting, accessible and inclusive activities. Using technology Creative Engagement can work with audiences that have barriers to traditional face-to-face engagement and create and promote content that supports their scope of engagement.

We are seeking a Family and Community Engagement Co-ordinator to support the Creative Engagement Manager in this activity.

Working as part of the Creative Engagement Team, the Family and Community Engagement Coordinator will support the Creative Engagement Manager with the administration and delivery of an inclusive and dynamic programme at Chetham's rooted in excellence, opportunity and fun.

KEY RESPONSIBILITIES:

The post holder will administrate Creative Engagement activities, including internal and external events. The Family and Community Engagement Coordinator will be expected to develop excellent relationships with artists and colleagues to support their work. The post holder will work with the Creative Engagement Manager to ensure the smooth and effective delivery of activities, including project management, liaising with partners, working with artists, representing the Creative Engagement Department at internal and external meetings as required, working with participants and audiences of all ages, assisting with planning and marketing Creative Engagement activity.

SPECIFIC DUTIES:

Responsibilities:

- Working with the Creative Engagement Manager to support and deliver programmes and projects for families and community groups.
- Working closely with artists and facilitators to support projects as agreed with the Creative Engagement Manager.
- Using internal logistics and booking systems to ensure smooth running of Creative Engagement activities on site and externally.
- Attending internal and external meetings on behalf of the Creative Engagement Department when necessary.
- Liaising with artistic, teaching and operational colleagues regarding Creative Engagement activities.
- Deputising for the Creative Engagement Manager as necessary.
- Manage the designated department email account and calendar of activities.
- Maintaining project budgets.
- Maintaining social media accounts and website content as required.
- Assisting with marketing activities as required.
- Creating and managing databases.
- Liaising with freelance practitioners and partner organisations regarding programmes and activities, ensuring excellent communication is maintained with external organisations.
- Supervising Chetham's students during Creative Engagement activities, including off-site.
- Event and stage management of Creative Engagement events.
- Being an ambassador for the School's Creative Engagement activity both within school and externally.
- Any other duties as required by the Creative Engagement Manager
- Attendance at main School events, acting as a positive ambassador of the School.
- Attend School training as required.

GENERAL RESPONSIBILITIES

The Coordinator will:

- Work in a collegiate and supportive fashion and seek to maintain the close team working environment
- Input into the overall curation of the artistic programme, engaging in discussion and evaluative feedback on the artistic programme
- Uphold and champion Chetham's twin priorities of Environmental Sustainability and Equality, Diversity and Inclusivity principles
- Offer proactive contributions towards audience development and marketing ideas/ processes
- Promote Chetham's in a positive and professional manner at all times
- Display a flexible "can do" approach which will enhance Chetham's wider reputation
- Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document)
- Undertake any training necessary to meet the requirements of the post
- Adopt a flexible approach to working hours as required by the business
- Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary
- Be open to new ideas, understand the need for change and be willing to adapt
- Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences
- Be responsible for his/her personal presentation, health and physical fitness
- Maintain a high level of attendance
- Take all possible steps to ensure a safe working environment for self and others

PERSON SPECIFICATION

Essential:

- Ability to understand a brief and take initiative
- Commitment to access and inclusion
- Highly organised, motivated and dependable
- Ability to work to multiple deadlines and prioritise workloads calmly and effectively
- Attention to detail
- Team player – knowing when to seek help from the team around you and when to offer help to others in return
- Efficient administrator
- Fluency with all common PC software (eg Word, Excel etc)
- Articulate, friendly and professional
- Flexible – the ability to turn your hand to any task
- Excellent interpersonal and communication skills, both written and spoken
- Ability to nurture relationships with colleagues, partners and freelancers
- High customer service and presentation skills
- An understanding of the principles of arts education

Preferred:

- Enthusiasm for and understanding of classical music
- Experience working in a comparable role
- Budget experience
- Knowledge of music education landscape in the North West

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The post holder will be required to obtain clearance via Chetham's from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham's in relation to child protection and safeguarding.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name .....

Employee's signature .....

Date .....